

Agenda Management Vendor Demonstration Instructions
1) Invited shortlisted vendors are required to attend in person and demonstrate system functionality per the attached scripts.
2) Vendors must present on-site and use a "live" system to perform the demonstrations. Static pages, screenshots and "slideware" are not acceptable means of proving system functionality. However, vendors will be allowed to use remote access or webinar-type functionality to connect to their systems. It is the responsibility of vendors to supply all the relevant connectivity software. The meeting room will have a standard Ethernet connection (RJ-45).
3) Vendors must complete all the scripted items within the time allocated (See the separate Agenda for timing.) It is up to vendors to manage their time. No time extensions will be allowed.

Agenda Management System Demonstration Scripts

Version 1.3 May 3, 2011

Note: Items are grouped by function, not necessarily in workflow order

Rqmnt Ref	Function	Description
Calendar & Scheduling		
2.1.5	Reserve times	Allow staff member to reserve time for upcoming Board meeting. Show how system permissions allow/deny functions depending upon business function/role. E.g., view calendar, approve, delete
	Find open times	Find the next available time on the calendar
	Search	Search for future scheduled times by department and other criteria (filters)
Agenda Numbering		
2.1.6	Agenda Item numbering	Show how system numbers agenda items, agenda item attachments, including page numbers.
	Adjust numbering	Show how system automatically renumbers when agenda items and attachments are added, deleted, or reordered
Transmittal		
2.1.7	Agenda item coversheet	Show how system can create a coversheet (summary) which attaches appropriate Staff Reports and/or backup material necessary for the item.
2.1.22	Support for multiple meeting types	Some Boards (e.g. Planning Commission) may not require the use of a "coversheet" but nonetheless need to be able to index and track agenda items. Show how your system supports this.
Document control		
2.1.8	Document control	Show how the system allows multiple people to be working different documents in the same agenda item at the same time. Show how the system notifies users when an item is already open for editing.
	Version control	Show how the system ensure that the correct document revisions are maintained and routed.
	Document retrieval	Show how the system archives documents and how historical documents can be retrieved.
Workflow		
2.1.10	Routing	Show how an agenda item is routed through the creation, editing, and approval process.
	Approval levels	Show how the system supports multiple levels of approvals in line with organizational hierarchy (Supervisor, manager, admin).
	Editing and changes	Show how the system notifies users when an item has been changed and show how the system handles re-approval for changed items.
	Notifications	Show how the system notifies users when an item is ready for review and/or approval.
	Deadlines	Show how the system handles notification when approval deadlines are approaching.
	Lock agenda item	Show how the system can prevent further changes once an agenda item has passed a certain milestone in the workflow. Show how a privileged user can override this.
Electronic signatures		
2.1.11	Signature functionality	Show how internal electronic signatures can added during routing approval, and after the Board has approved the item. Show how the system accommodate electronic signatures to be executed by a third party.
Templates		
2.1.12	Template management	Demonstrate the template types available, how they are created and managed. Show how County users can modify and change templates as needed.
Granicus Integration		
2.1.14 2.1.16	Publish Agenda to Granicus	Show how the system integrates the agenda, transmittals and staff reports into Granicus for posting to the Web.
2.1.10	Lock published items	Show how the system prevents any further change of agenda items once they have been published.
Search and indexing		
2.1.15	Searchable PDF files	Show how the system publishes the final agejnda items in fully text searchable PDF format.
	Indexing and keywords	Show how the system allows users to
	OCR	Show how the system can take scanned items and perform OCR so that they are fully text-searchable.
Corrigenda		
2.1.16	Create and publish	Show how the system handles corrigenda items and demonstrate how those are integrated into Granicus and published on the Web.
Tablet annotation		
2.1.17 2.1.19	Personal annotations	Demonstrate how the system handles personal annotation of agenda items that have been downloaded to tablet devices. Show how e-mail can be sent to staff for further clarification of agenda items.